



**St. Louis County  
Land and Minerals  
Department**

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**Earthen Materials  
Pre-work  
Training**



1/15/2020



## **Land and Minerals Department**

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## **Earthen Materials Operator Pre-work Session**

- To move forward - use the keyboard down or right arrows or page down button.
- To move back - use the keyboard up or left arrows or page up button.
- A short test will follow this session.





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## **Operator Pre-work Session**



### **Purpose**

The purpose of this training is to :

Ensure that prior to commencing work, operators are informed of the Land and Minerals Department's environmental policy and any areas of special concern that may apply to activities on tax forfeited lands.



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## **Operator Pre-work Session**

### **Environmental Policy**

Land and Minerals Department has an Environment Policy. The policy is available on the St. Louis County website:

<http://www.stlouiscountymn.gov/land>

The policy commits the Land and Minerals Department to:

- Comply with all Laws and Regulations and Minnesota's Forest Management Guidelines
- Continually Improve Performance and
- Prevent Damage to the Environment





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**Land and Minerals Department  
SFI 2015-2019**

**Scope of Registration:**

Forestry management activities including  
planning, harvest, transportation and silviculture  
on state tax forfeited lands meeting  
Objective 1-15.

Certification number is NSF-SFI-FM-C0263770



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### **Land and Minerals Department Sustainable Forestry Initiative 2015-2019**

The Land and Minerals Department has committed to follow the requirements of the Sustainable Forestry Initiative (SFI) 2015-2019

<https://www.sfiprogram.org/forestmanagementstandard/>

#### **These include commitments to:**

- Forest Management Planning
- Forest Health and Productivity
- Protection and Maintenance of Water Resources
- Conservation of Biological Diversity
- Management of Visual Quality and Recreational Benefits
- Protection of Special Sites
- Efficient Use of Fiber Resources
- Recognize and Respect Indigenous Peoples' Rights
- Legal and Regulatory Compliance
- Forestry Research, Science and Technology
- Training and Education
- Community Involvement and Landowner Outreach
- Public Land Management Responsibilities
- Communications and Public Reporting
- Management Review and Continual Improvement



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### Legal Requirements and Voluntary Guidelines

The Land and Minerals Department is committed to ensuring that all operations conducted on its lands comply with legal requirements and with **Minnesota's Forest Management Guidelines**.

<http://mn.gov/frc/forest-management-guidelines.html>

The guidelines were created through a multi-disciplined committee in 1995 and are periodically revised.

Operators who conduct work activities on state tax forfeited land in St. Louis County shall be in compliance with all applicable laws and regulations.

Every operator shall comply with all contract requirements and directions given from Land and Minerals Department personnel during the course of work on state tax forfeited lands.



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In our inspections and internal and external audits, we will be checking for: compliance with applicable laws and regulations and adherence to the provisions and procedures in Land and Minerals Department contracts.





S A I N T  
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M I N N E S O T A

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### **Responsible Operators List**

To be eligible to bid on a Land and Minerals Department contract or operate on state tax forfeited lands, the operator must be in good standing on the Responsible Operator List. This applies to all timber harvest operations, road building, forest development projects and gravel operations.

A **Responsible Operator Application Form**, a **Certificate of Compliance with Minnesota Worker's Compensation Law**, and a **Certificate of Liability Insurance** must be on file with the Land and Minerals Department *prior* to commencement of *any* work.

<http://dev-www.stlouiscountymn.gov/departments-a-z/land-minerals/sales-and-contracts/gravel-sales>

This application will remain on file for ONE YEAR with the Land and Minerals Department. The application and this training **MUST BE** updated each year and the worker's compensation, and liability insurance must be kept current to remain in good standing with the department.

An application can be obtained at any Land and Minerals Department Office or from the St. Louis County Land and Minerals Website.

#### **Return to:**

Land and Minerals Dept  
Pike Lake  
5316 Old Miller Trunk Hwy  
Duluth, MN 55811

OR

Land and Minerals Dept  
Virginia  
7820 MN-135  
Virginia, MN 55792



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## **Operator Pre-work Session**

### **Responsible Operators List – Minimum Requirements**

All operators must have the appropriate training, experience and certification to conduct the work activities that are the subject of a contract with the Land and Minerals Department.

Qualifications of operators will be documented on the Responsible Operator Application Form.





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## Operator Pre-work Session

### Sub-contractors

All sub-contractors MUST be on the Land and Minerals Department Responsible Operator List.

**Responsible Operator Application Form, a Certificate of Compliance with Minnesota Worker's Compensation Law, and a Certificate of Liability Insurance** must be on file with the Land and Minerals Department *prior* to commencement of *any* work.

<http://dev-www.stlouiscountymn.gov/departments-a-z/land-minerals/sales-and-contracts/gravel-sales>

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### Suppliers

Suppliers and truckers who deliver product to you or provide services to you on a state tax forfeited work site must be under your supervision while conducting any activities on the worksite.

You are responsible for ensuring that their activities do not conflict with Land and Minerals Department requirements and for providing direction in the event of any emergency.



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### **Items Required On-Site by the Land and Minerals Department**

- All applicable PERMITS
- Haul records (Exhibit A)
- Map of work site
- Main Spill Kit (Lease Contracts)
- Secondary spill kits on all machinery
- Green placard with contract number clearly marked.





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### Reporting Spills

Please ensure that everyone in your organization that works on state tax forfeited lands understands which spills are reportable.

Reportable spills are:

- 5 gallons or more of any petroleum product to ground
- ANY quantity of chemical or petroleum product to water

How do you know whether you have spilled 5 gallons?

- Check the capacity of the container, reservoir or tank, from which the product spilled, and assess what if anything is left in the container. If the quantity of material lost from the container is close to 5 gallons, report it.
- Examine the size of the area contaminated by the spill. As a rule of thumb, if it is more than an area of 5 feet by 5 feet, you most likely have spilled 5 gallons and you must report it.

For chemicals other than petroleum products, the reportable quantity should be listed on the Safety Data Sheet (SDS). If the SDS does not show the reportable quantity or if you do not know the reportable quantity, report the spill.

**Minnesota Duty Officer – 1-800-422-0798**



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## Operator Pre-work Session

### Spills (continued)

#### STARR

#### Secure – Telephone – Abate – Recover - Remediate

This section concerns procedures for responses to spills, leaks, and accidents that may occur at your site. Per the MN Department of Agriculture (MDA) there are many actions that can be taken before, during, and after an incident to minimize cleanup costs and environmental damage. Controls should be in place to prevent incidents while mixing/loading, rinsing, storing, and disposing of pesticides and fuels.

#### IF YOU HAVE A REPORTABLE SPILL, FOLLOW THE STARR STEPS:

**SECURE** the site. The priority is safety.

**TELEPHONE** a report of incident. You have a legal obligation to immediately report all chemical spills no matter how small.

**ABATE** the spill. Take actions such as plugging a leaking container, placing absorbent materials or diking a spill area can and minimize health and safety risks, property damage or environmental damage.

**RECOVER** spilled product. Recover spilled material as quickly as possible by pumping up free liquid, sweeping up absorbent and dry material and place into suitable containers. Spills that soak into the ground may require excavation.

**REMEDIATE.** Contaminated media (soil, absorbent, water, sediment, debris, or other contaminated material) are to be stockpiled until thin spreading or landfilling is approved.

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### Spills (continued)

**Gravel LEASE Contracts** must have a main spill kit available ON SITE in addition to a spill kit in all equipment.

**Gravel PERMITS** must have a spill kit in all equipment on site.

**When in doubt, STARR**

**Secure – Telephone – Abate – Recover - Remediate**

**Minnesota Duty Officer – 1-800-422-0798**



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### Spills (continued)

From MN Forest Management Guidelines

Spill kits should include:

- Emergency phone numbers
- Absorbent pads, snakes and booms
- Trash bags (softener salt bags work great)
- Loose absorbent (kitty litter)
- Plastic gloves
- Plugs
- Puncture repair putty



Example of a large kit to be  
stored at each site



Example of a small kit for  
individual machines

*From Minnesota's Forest Management Guidelines v2014*

**When in doubt, STARR**  
**Secure – Telephone – Abate – Recover - Remediate**

**Minnesota Duty Officer – 1-800-422-0798**



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**Fuel Management, Lubricants and Other Chemicals**

The Land and Minerals Department is committed to ensuring that fuel management and the management of chemicals on its lands complies with legal requirements.

The legal requirements that apply to fuel and chemical tanks and transportation of said tanks are the MN Department of Transportation Requirements (MN DOT).

Link: <http://www.dot.state.mn.us/>





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### **Fuel Management, Lubricants and Other Chemicals**

- Review locations for equipment fueling, lubricant and herbicide mixing activities with Contract Administrator
- Locate fueling, maintenance activities, storage areas away from open water bodies
- Check site map and talk to Contract Administrator to ensure fueling, loading, storage areas are away from areas considered low on the landscape
- Check site map and talk to Contract Administrator about the location of any filter strips and RMZ's
- Avoid special conditions or sensitive areas

**If in doubt, contact the Contract Administrator.**



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### Field Pre-work Session

The Land and Minerals Department Contract Administrator will conduct a field pre-work session **PRIOR** to the commencement of work. This session may include discussing the project contract, contract provisions, permits, and map(s) with the site operator and any sub-contractors working on the site.

It is the responsibility of the **site operator or contract owner** to ensure any employees or sub-contractors are aware of the project contract, contract provisions, permits, and map(s).





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### Haul Records

Completed and signed **HAUL RECORDS** (Exhibit A), **GATE KEYS** (if issued), and any overrun payment required must be returned immediately upon permit expiration.

Failure to do so will result in no additional permits being issued to the holder of the expired permit.



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If any questions or concerns arise while on site,  
please contact your Contract Administrator  
immediately.



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**Test Your Knowledge**

You will now be asked a series of questions relating to the material in this training module.

Please print out the following page with your selected questions and answers and return them to:

- Your Contract Administrator
- Area Office
- OR email, snail mail ,or fax to:

**St. Louis County  
Land and Minerals Department  
320 W. 2<sup>nd</sup> Street  
Suite 302  
Duluth, MN 55802**

[landdept@stlouiscountymn.gov](mailto:landdept@stlouiscountymn.gov)

Fax: 218-726-2600





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1/15/2020

**Gravel Pre-work Answer Sheet**

**SELECT THREE QUESTIONS FROM THE FOLLOWING PAGES**

- Print off this page.
- Indicate your questions/answers below.
- RETURN THIS PAGE to Your Contract Administrator or Area Office

NAME:

COMPANY:

Question	Answer
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

SIGNATURE:

DATE



## **Land and Minerals Department**

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## **Operator Pre-work Session TEST**

### **Test Your Knowledge**

- 1) The Land and Minerals Department's Environmental Policy commits to the following:
  - a) Comply with all Laws and Regulations and Minnesota's Forest Management Guidelines
  - b) Continually Improve Performance
  - c) Prevent Damage to the Environment
  - d) All of the Above



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**Operator Pre-work  
Session  
TEST**

**Test Your Knowledge**

2) To be eligible to operate on state tax forfeited lands the operator must be in good standing on the Responsible Operators List.

a) True

b) False



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## **Operator Pre-work Session TEST**

### **Test Your Knowledge**

3) What documents are needed to be on file and up-to-date to remain in good standing on the Responsible Operators List.

- a) Responsible Operator Application Form
- b) Certificate of Compliance with MN Workman Compensation Law
- c) Certificate of Liability Insurance
- d) All of the above



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TEST**

**Test Your Knowledge**

4) The application and this Pre-work training **MUST** be updated how often?

- a) Annually
- b) every 2 years
- c) every 3 years
- d) I only have to do it once



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**Operator Pre-work  
Session  
TEST**

**Test Your Knowledge**

5) Items required to be on site by the Land and Minerals Department include the following:

- a) All applicable PERMITS
- b) Haul records (Exhibit A)
- c) Map of work site
- d) Main spill kit/Secondary spill kit
- d) Green placard with contract number clearly marked.
- e) A, B and C
- f) All of the above



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**Operator Pre-work  
Session  
TEST**

**Test Your Knowledge**

6) What constitutes a REPORTABLE SPILL:

- a) Five gallons or more of any petroleum product
- b) ANY spill to water
- c) A and B
- d) None of the above



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Session  
TEST**

**Test Your Knowledge**

7) Who do you call when you think you may have a reportable spill:

- a) Ghostbusters
- b) Pizza Hut
- c) Contract Administrator
- d) Minnesota Duty Officer (1800-722-0798)
- e) Dominos



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TEST**

**Test Your Knowledge**

8) Main spill kits should include:

- a) Emergency phone numbers
- b) Absorbent pads, snakes and booms, plastic gloves
- c) Trash bags, plugs, puncture repair putty
- d) All of the above.



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## **Operator Pre-work Session TEST**

### **Test Your Knowledge**

9) If while operating in a specific gravel pit you notice a condition that is not safe or just isn't right what should you do about it?

- a) Ignore it - it's not your problem
- b) Call the Contract Administrator
- c) Take a coffee break and hope whatever it is goes away
- d) Take lunch



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**Operator Pre-work  
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TEST**

**Test Your Knowledge**

10) It is the responsibility of the \_\_\_\_\_ to ensure any employees or sub-contractors are aware and trained on the contract/permit/lease provisions and have a copy of the appropriate map(s)

- a) Site operator, permit or contract owner
- b) Area Manager
- c) The nice county employee at the front desk who filled out your paperwork
- d) Contract Administrator